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Appendix 1

APPENDIX 1. GUIDE FOR DEVELOPING AND EVALUATING REPAIR STATION INSPECTION  
PROCEDURES MANUALS

FIGURE 1. MANUAL COVER PAGE

Reference: FAR Section 145.11(a)(2). This page should identify the  
manual as an "Inspection Procedures Manual."

INSPECTION PROCEDURES MANUAL

FOR

FAA APPROVED REPAIR STATION NO. \_\_\_\_\_ (Insert repair station #)

d/b/a

(NAME OF COMPANY)

(ADDRESS)

(STREET, CITY, STATE AND ZIP CODE)

MANUAL: CONTROL NO. \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_

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FIGURE 2. TABLE OF CONTENTS

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APPROVED: <u>L. M. Bras</u>		
General Manager		

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APPROVED: <u>L. M. Bues</u> General Manager	

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FIGURE 2. TABLE OF CONTENTS (CONTINUED)

<u>(NAME OF COMPANY)</u>	
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APPROVED: <i>J. M. Broo</i> General Manager	

## FIGURE 3. INTRODUCTION PAGE

Reference: FAR Section 145.11(a)(2) and Section 145.45(f). This page should reflect the company's philosophy and an explanation of the manual.

(NAME OF COMPANY)	
REPAIR STATION - INSPECTION PROCEDURES MANUAL	
<p>Title: Introduction Page No: i Issue Date: 7/1/78</p>	
<p>This inspection procedures manual has been prepared in accordance with the current Federal Aviation Regulations (FAR) and the policies of (insert name of company).</p>	
<p>This manual explains the internal inspection system in detail, including the continuity of inspection responsibility. It gives samples of inspection forms used and their method of execution. The manual gives a detailed explanation of the following portions of the inspection system: incoming materials, preliminary inspection, hidden damage, inspection continuity and final inspection of the article being maintained or altered at this facility.</p>	
<p>The general repair, overhaul or alteration of products will be performed in accordance with the current Federal Aviation Regulations, manufacturer's data, drawings, specifications and bulletins, or other technical data approved by the Administrator for the particular (insert appropriate rating(s) or limited rating(s) airframe, engine, propeller or appliance). Limited rating specialized service for (insert appropriate rating) will be performed in accordance with the procedures outlined in the (insert name of company) Process Specification (insert number) approved by the Federal Aviation Administration (FAA) dated (insert date approved by FAA).</p>	
<p>This repair station will not maintain or alter any item for which it is not rated, and will not maintain or alter any article for which it is rated if it requires technical data, equipment, materials, facilities or trained personnel that are not available. (FAR 145.53).</p>	
<p>The technical library and this inspection procedures manual, required for operation of this repair station, will be maintained in a current status at all times.</p>	
<p>Each supervisor and inspector working for this repair station will have a <u>current</u> copy of this manual and should thoroughly understand its contents. It will also be available to other repair station personnel.</p>	
<p>Note: (If applicable) include the following: The performance of any maintenance, preventive maintenance, alteration or required inspections for an air carrier or commercial operator having a continuous airworthiness program under FAR Part 121, 125, 127, or 135, will be performed in accordance with the requirements of FAR Part 145, Section 145.2</p>	
<p>APPROVED: <u>J. M. Bono</u> General Manager</p>	

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FIGURE 4. MANUAL CONTROL PAGE

Reference: FAR Section 145.45(f). This page should explain how the manual is to be maintained and kept current.

<p>(NAME OF COMPANY) <u>REPAIR STATION - INSPECTION PROCEDURES MANUAL</u></p>	
<p>Title: Manual Control Page No: ii Issue Date 7/1/78</p>	
<p>Each manual will have a control number and an assignment entry on the manual cover page. A master list containing the manual number, location and revision status will be kept in the general manager's office.</p>	
<p>The general manager will obtain from the chief inspector and each shop supervisor once each month a manual status report. This report will either confirm that the manual is still current and valid for that department's use, or will identify needed changes.</p>	
<p>A follow-up file will be maintained in the general manager's office showing, on a continuous basis, the disposition of each needed change which is identified.</p>	
<p>The general manager will have those revisions he finds necessary produced in a final form for coordination with the FAA General Aviation District Office at (insert location). Each page of the manual and revision thereto will be approved by the general manager. Upon acceptance by FAA, sufficient copies will be made and distributed to provide revision pages for each manual holder.</p>	
<p>Upon receipt of a revision, each manual holder will be responsible for inserting the revised pages in its manual, record the revision on the manual's record of revision page and return the acknowledgment form (provided with the revision) to the general manager showing the holder has revised its manual.</p>	
<p>A list of effective pages will be issued with each revision so each manual can be checked and kept current.</p>	
<p>APPROVED: <u>J. M. Braco</u> General Manager</p>	

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Reference: FAR Section 145.45(f). This page should contain a record of all revisions.

[illegible]

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**FIGURE 6. LIST OF EFFECTIVE PAGES**

Reference: FAR Section 145.45(f). This page should list each page in the manual and show the current effective date of that page. A new list of effective pages would be required with each revision in order to provide a means for the manual holder to check that its manual is current.

(NAME OF COMPANY)								
REPAIR STATION - INSPECTION PROCEDURES MANUAL								
Title: List of Effective Pages								
Page No: iv								
Issue Date: 7/1/78								
Revision No: _____								
Section	Page No.	Date	Section	Page No.	Date	Section	Page No.	Date
Table of Contents	1 Thru 3	7/1/78						
Introduction	i	7/1/78						
Manual Control	ii	7/1/78						
Record of Revisions	iii	7/1/78						
List of Effective Pages	iv	7/1/78						
I	1 Thru 2	7/1/78						
II	1 Thru 3	7/1/78						
III	1 Thru 2	7/1/78						
IV	1 Thru 9	7/1/78						
V	1 Thru 25	7/1/78						
VI	List as necessary for repair station operation							

APPROVED: J. M. Bass  
General Manager



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FIGURE 7. SECTION I - HOUSING AND FACILITIES COVER PAGE

NOTE: This information is not required by FAR to be included in the manual. If inclusion is desirable examples are provided.

(NAME OF COMPANY)  
REPAIR STATION - INSPECTION PROCEDURES MANUAL

SECTION I  
HOUSING AND FACILITIES

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FIGURE 8. HOUSING AND FACILITIES DESCRIPTION PAGE.

Reference: FAR Section 145.35(a) through (h) and FAR Section 145.37(a) through (f). This page should contain a description of the type of buildings, facilities and type of construction. Include type of floors, heating, lighting, natural light, electrical and compressed air outlets. Other special requirements applicable to spray painting, airframe or engine ratings, instrument, radio and propeller ratings, should be covered on this page. Total area (in square feet) should be given.

NOTE: (Ref. FAR Section 145.21). Any changes to the location or in its housing and facility must be approved in writing by the local Flight Standards District Office.

(NAME OF COMPANY)  
REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: I  
Page No: 1  
Title: Housing and Facilities  
Issue Date: 7/1/78

The (insert name of company) FAA Certificated Repair Station No. (insert) is completely housed in an all steel semicantilever two bay hangar with attached offices, stockroom, and shops with the following:

69,000 Square feet of hangar floor space  
1,183 Square feet of office space  
2,662 Square feet of stockroom floor space  
2,581 Square feet of shop space

All floors are constructed of reinforced concrete with asphalt tile overlay in the offices and shops.

All office and shop spaces are lighted with fluorescent light fixtures. All hangar bays are lighted with approximately 50 explosion proof 750 watt lamp assemblies. 220 Volt-30 amp and 110 Volt-20 amp circuits are available in hangar and shop areas.

Hangar has four doors, each 50' wide, two to each of the hangar's two bays. The doors, when open have all overhead clearance of 38'6" and leave a 100' opening the full length of each hangar bay. Doors can be operated manually or electrically.

Traveling hoists are located on the beams of the hangar, servicing the entire floor space. The entire hangar, offices, stockroom and shops are protected with a fire alarm and sprinkler system. The ramp in front of the hangar is concrete and is lighted by floodlights at night.

A 90 PSI/60 CFM electric driven air compressor supplies filtered compressed air to wall outlets equipped with moisture traps at convenient locations in hangar and shop areas.

Hangar is heated by a central boiler room blowing hot air through ducts and overhead blowers. The offices, stockroom, and shops are heated through hot air ducts.

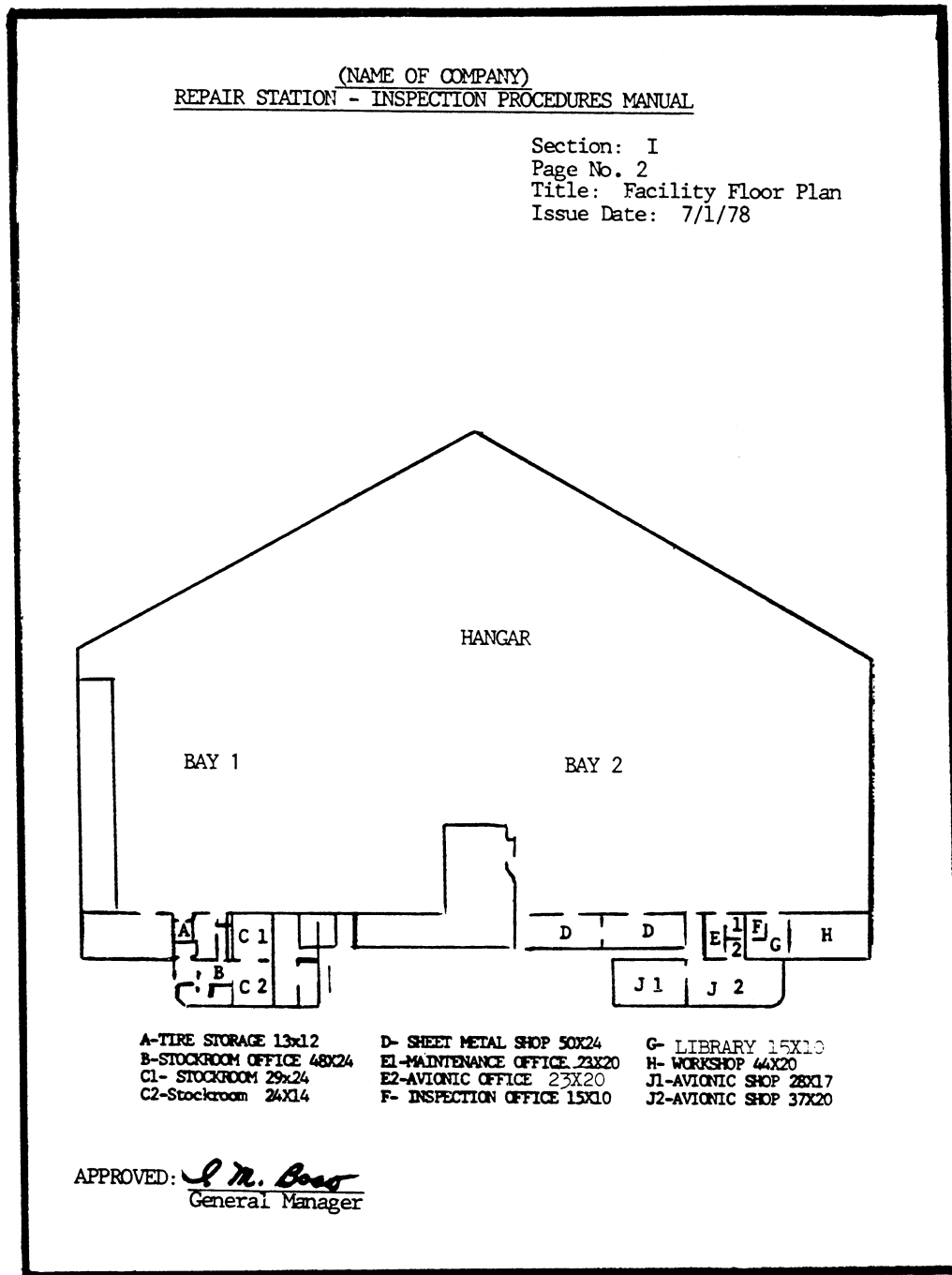
APPROVED: J. M. B...  
General Manager

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**FIGURE 9. FACILITY FLOOR PLAN**

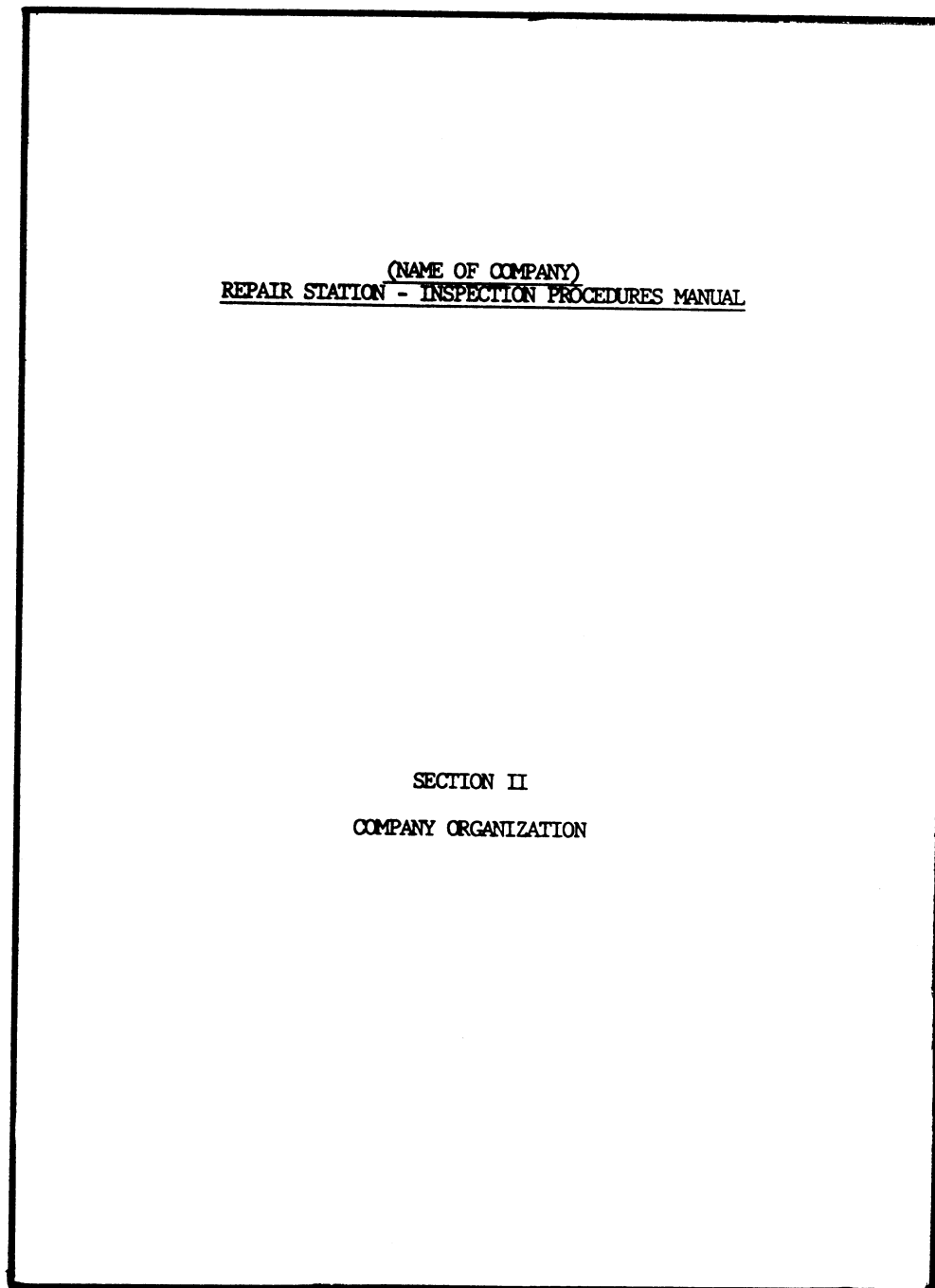
Reference: FAR Section 145.37. This page would contain a floor plan of shops, hangar, stock area, offices, etc. External dimensions of the individual areas should be given.



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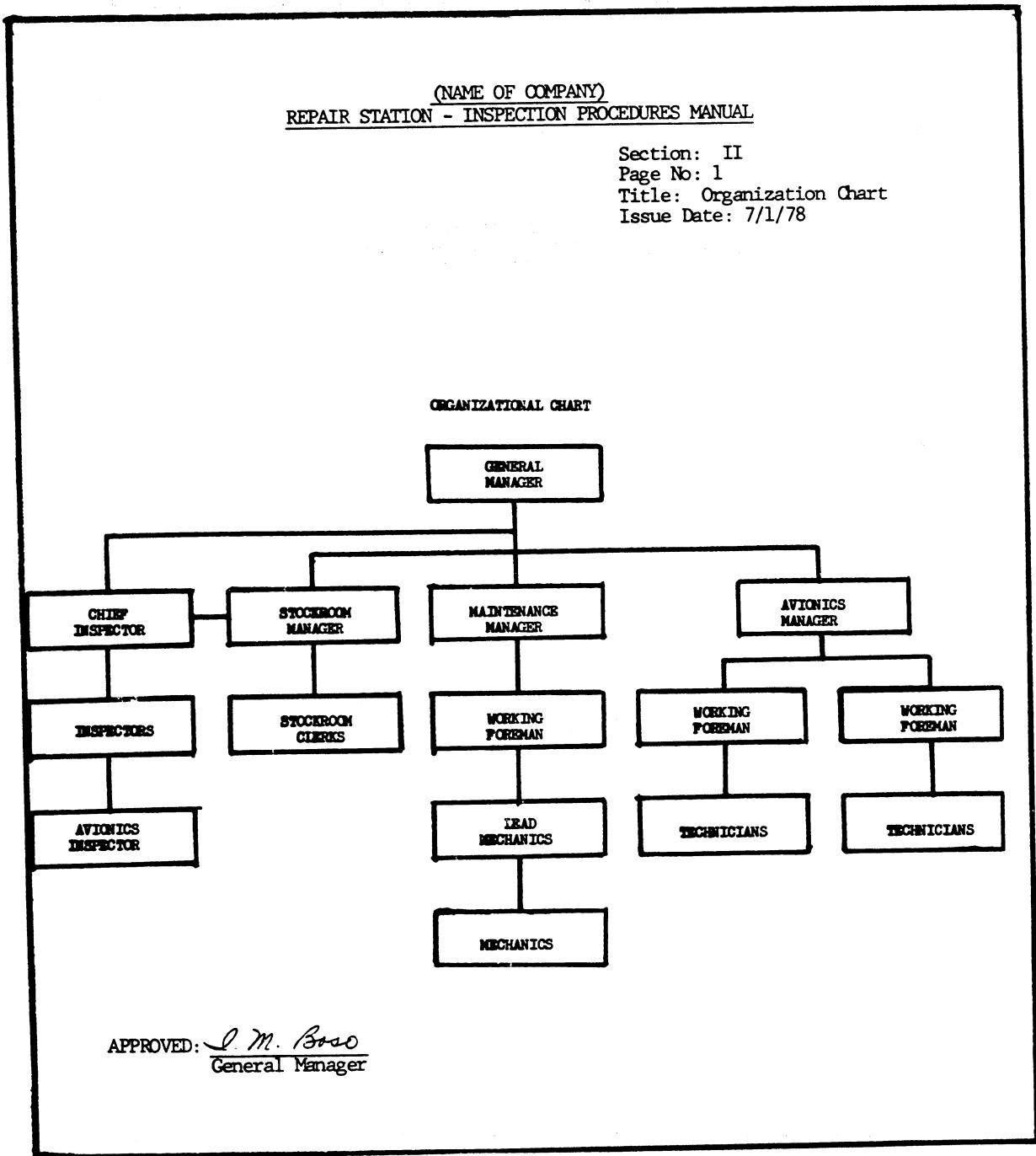
FIGURE 10. SECTION II - COMPANY ORGANIZATION COVER PAGE

NOTE: Only information relating to the inspection responsibility continuity is required to be included in the manual.



## FIGURE 11. ORGANIZATIONAL CHART

Reference: FAR Section 145.43(a) through (e). This page should contain the company organization flow chart indicating authority by title only. It should reflect separation between supervision of the maintenance and inspection departments.



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**FIGURE 12. AUTHORITY AND ROSTER OF AUTHORIZED INSPECTION PERSONNEL.**

**Reference:** FAR Section 145.43(a)(2). This information is not required by regulation to be kept in this manual but is required to be available in the repair station. It is recommended that this information be kept in the repair station only, so a revision to the list would not require a revision of the manual. If a repair station finds it advantageous, the information may be included in this part of the manual. In either case, it should include the name of the chief inspector, all inspection personnel and identify those inspectors who make final quality determination before approval for return to service. It should include all authorized signatures for "Return to Service" and indicate the area of responsibility of each person.

**NOTE 1:** A space should be provided opposite each name for their signature. If work is performed in accordance with FAR Section 145.2, required inspection personnel should be designated as required by Subpart L of FAR Part 121, Subpart G of FAR Part 125, Subpart I of FAR Part 127 and Subpart J of FAR Part 135. Training records are required to be maintained on each individual to show compliance with FAR Section 145.39(e).

**NOTE 2:** No person may perform a required inspection on work covered by Section 145.2 if that person performed the item of work to be inspected.

(NAME OF COMPANY)				
REPAIR STATION - INSPECTION PROCEDURES MANUAL				
Section: II				
Page No: 2				
Title: Authority and Roster of Authorized Inspection Personnel				
Issue Date: 7/1/78				
Name and Title	Certificate Type and Number	Inspector's Identification		
		Signature	Initial	Stamp
(**) Harry Jones Chief, Inspector	A&P 15602 Repairman O 36891 Instruments Propellers			
(**) Joseph Camp Inspector Line & Receiving	A&P 21625			
(**) Michael Jabe Inspector Hangar and Receiving	A&P P1392			
(*) Anthony Mickalo Maintenance Manager	A&P T1496			
(*) John Baker Avionics Manager	Repairman 142G Avionics			
** May Poree Inspector Avionics	Repairman 132F Avionics			
** John Jones Inspector Specialized Service	Repairman 1692 X-ray Ultrasonic Magnetic particle Eddy current			
Authority Delegation.				
(*) Authorized to sign for lead mechanic work only.				
(**) Authorized to return air carrier aircraft to service, in accordance with FAR Parts 121, 125, 127, and 135 within the scope of the repair station.				
(*) Authorized to return air carrier aircraft to service, in accordance with FAR Parts 121, 125, 127, and 135 regarding avionics equipment, within the scope of the repair station ratings.				
APPROVED: <i>D. M. Bono</i> General Manager				

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FIGURE 12. AUTHORITY AND ROSTER OF AUTHORIZED INSPECTION  
PERSONNEL (CONTINUED)

(NAME OF COMPANY)  
REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: II  
Page No. 3  
Title: Authority and Roster of  
Authorized Inspection  
Personnel  
Issue Date: 7/1/78

AUTHORITY DELEGATION (CONTINUED)

For a complete list of duties, see Chief Inspector's duties.

The inspector will signify acceptance of work performed by stamping the appropriate box on the work order or inspection form along with the date the work is accepted.

Log book entries, inspection forms, and FAA forms must be signed using full name and in ink by the inspector completing the inspection.

A master list shall be maintained with each inspector's full name, initials and stamp in this section of the repair station manual (or in the repair station as applicable). A stamp issued to an inspector will be destroyed when an inspector no longer acts as a member of the inspection department, and that number will not be reissued.

All inspectors are authorized to return to service aircraft and/or component for which the repair station is rated after annual inspection, major alteration or major repairs have been completed.

APPROVED: J. M. Swo  
General Manager

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FIGURE 13. SECTION III - PERSONNEL & TRAINING COVER PAGE

NOTE: This information is not required by FAR to be included in this manual, except the procedures for training inspection personnel. Companies who desire, may include this information in its manual for all personnel.

(NAME OF COMPANY)  
REPAIR STATION - INSPECTION PROCEDURES MANUAL

SECTION III  
PERSONNEL & TRAINING



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FIGURE 14. TRAINING INFORMATION

Reference: FAR Section 145.39(e) and Section 145.45. This page should identify what methods are to be used. The records should reflect the methods, type, length of training, where and when it was received. The records should be kept current.

<p>(NAME OF COMPANY) <u>REPAIR STATION - INSPECTION PROCEDURES MANUAL</u></p> <p>Section: III Page No. 1 Title: Training Issue Date: 7/1/78</p> <p>Training of repair station inspectors and other personnel will be accomplished by classroom instruction plus factory and on the job training as necessary.</p> <p>Classroom training will be accomplished by the maintenance manager, chief inspector or factory field service representatives.</p> <p>Factory training will be scheduled as necessary for personnel to become familiar with new aircraft and aviation products or product improvements.</p> <p>Current records will be maintained for each employee by the general manager on Form 123, Record of Employee's Training. The record will indicate the type of training (detailed), method, duration, date of completion, location and include the name of the instructor that conducted the classroom and on the job training. Copies of the certificates issued for factory training will be kept in employee's file.</p> <p>APPROVED: <u>E. M. Boac</u> General Manager</p>
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FIGURE 15. EMPLOYMENT SUMMARY

Reference: FAR Section 145.43(b) (1) through (5). This information is not required by regulation to be kept in this manual, but is required to be available in the repair station, it is suggested that this information not be made part of this manual so that a revision to the list would not require a revision to the manual. A company who desires, may include it in its manual. In either case, a separate summary is required for each person that is listed in Section II, Pages 1 & 2. It should contain the information as shown on the sample for each person to show compliance with the regulations.

NOTE 1: It should be in the format of the referenced regulation.

NOTE 2: It is recommended that space be provided at the end of each summary for the individual's signature.

NOTE 3: This summary is required to be maintained in accordance with Section 145.43(c) through (e).

<u>(NAME OF COMPANY)</u>			
<u>REPAIR STATION - INSPECTION PROCEDURES MANUAL</u>			
		Section: III	
		Page No: 2	
		Title: Employment Summary	
		Issue Date: 7/1/78	
Name: <u>Harry Jones</u>		Title: <u>Chief Inspector</u>	
Scope of present employment: <u>Has complete repair station inspection responsibility. Type certificate(s) rating(s) &amp; number(s) A&amp;P 15602, Repairman Q36891 Instruments &amp; Propellers. Total years experience: 30yrs.</u>			
<u>Work Record</u>			
<u>From</u>	<u>To</u>	<u>Employer and address</u>	<u>Position</u>
1. 1-48	2-58	A.B.C. Aviation - Newton, New York	A&P Mechanic
2. 2-58	5-65	A.B.C. Aviation - Newton, New York	Lead Mechanic
3. 5-65	7-69	A.B.C. Aviation - Newton, New York	Shop Foreman
4. 7-69	Present	Elmo Aviation - Fresno, California	Chief Inspector
Signed: <u>Harry Jones</u> HARRY JONES			
APPROVED: <u>J. M. Bass</u> General Manager			

FIGURE 16. SECTION IV - DUTIES AND RESPONSIBILITIES COVER PAGE

NOTE: This section should contain the duties and responsibilities of key positions by title (use separate page(s), one page for each position shown on the organizational chart in Section II). No names should appear in this section, only titles. Title should be the same as on the organizational charts and elsewhere in the manual. The information contained on the following pages are examples. Place the applicable titles, duties, and responsibilities in the appropriate positions as they exist at your facility. Only the information relating to the continuity of inspection responsibility is required to be included in the manual.

(NAME OF COMPANY)  
REPAIR STATION - INSPECTION PROCEDURE MANUAL

SECTION IV  
DUTIES AND RESPONSIBILITIES

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FIGURE 17. DUTIES AND RESPONSIBILITIES - GENERAL MANAGER  
Reference: FAR Sections 145.35, 145.37, 145.39, 145.41, 145.43, 145.47, 145.49, and 145.55.

(NAME OF COMPANY)  
REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: IV  
Page No: 1  
Title: Duties and Responsibilities  
Issue Date: 7/1/78

GENERAL MANAGER

The general manager is responsible to the vice president of technical services for the complete overall operations of the repair station, including the adequate housing and facilities and the continued maintenance thereof. In addition the general manager is also responsible:

For providing adequate training, equipment, materials and competent personnel pertinent to the operations of the repair station in order that it may comply with all applicable Federal Aviation Regulations (FAR) and manufacturer's recommendations.

To ascertain that adequate fire fighting equipment is available at the repair station.

To establish standards to ascertain that adequate safety precautions are observed.

To establish procedures to determine the need for original and recurrent training of personnel consistent with the work to be performed. Establish liaison with air carriers respecting applicable FAR requirements, when work for air carriers is to be performed.

In the absence of a maintenance manager or chief inspector the general manager assumes the responsibilities and delegates authority to qualified personnel as dictated by FAR Part 145 and FAR Part 43, to release aircraft for service after repair or inspections.

The general manager may delegate all duties assigned to any qualified assistant as necessary however, such delegation does not relieve the general manager of the overall responsibilities.

APPROVED: J. M. Bono  
General Manager

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FIGURE 18. DUTIES AND RESPONSIBILITIES - CHIEF INSPECTOR

Reference: FAR Sections 145.35, 145.45, 145.47, 145.55, 145.57, and 145.59

(NAME OF COMPANY)  
REPAIR STATION - INSPECTION PROCEDURE MANUAL

Section: IV  
Page No: 2  
Title: Duties and Responsibilities  
Issue Date: 7/1/78

CHIEF INSPECTOR

The chief inspector is responsible to the general manager for the overall operation of the inspection department and, as such, will have the final authority in the releasing to service of airframes, engines, propellers, appliances and the component parts thereof. In addition, the inspector is responsible for directing, planning and laying out the details of inspection standards, methods and procedures used by the repair station in complying with all applicable Federal Aviation Regulations, manufacturer's specifications and recommendations.

It is the chief inspector's duty to:

1. Assist, supervise and direct all personnel assigned to the inspection department.
2. Ascertain that all inspections are properly performed on all completed work and that the proper inspection records, reports and forms used by the repair station are properly executed prior to releasing the product for return to service.
3. Maintain and keep current a file of pertinent Federal Aviation Regulations, specifications, type certification data sheets, and airworthiness directives.
4. Determine that all technical data on all articles overhauled or repaired by the repair station are secured and kept current with latest revisions by the respective department inspectors. This data will include repair station's process specification for limited rating specialized services, manufacturer's overhaul manuals, service bulletins, part specifications, related Federal Aviation Administration approved data and other technical data used by the repair station. In addition, assure that all military technical orders used in the overhaul and repair of components have been evaluated and approved by the FAA.

APPROVED: J. M. Goo  
General Manager

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FIGURE 18. DUTIES AND RESPONSIBILITIES - CHIEF INSPECTOR (CONTINUED)

(NAME OF COMPANY)  
REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: IV  
Page No: 3  
Title: Duties and Responsibilities  
Issue Date: 7/1/78

CHIEF INSPECTOR (CONTINUED)

5. Assure that periodic checks are made on all inspection tools and the calibration of precision test equipment used by the repair station and mechanics who have their own precision equipment. Further assure that a current record of those inspections and test is maintained.
6. Determine that no defective, unserviceable, or unairworthy parts are installed in any component or articles released by the repair station.
7. Submit reports of defects of unairworthy condition in accordance with FAR 145.63.
8. Assure the proper execution of FAA Form 337 when required, and/or a maintenance release.
9. Accomplish the final acceptance of all incoming material, including new parts, supplies and the airworthiness of articles on which work has been performed outside the repair station by contract.
10. Conduct the preliminary, hidden damage, in-progress, and final inspection of all articles processed by the repair station and record results as outlined in this manual.
11. Oversee the proper tagging and identification of all parts and components as outlined in this manual.
12. Provide for continuity of inspection responsibility, assuring completion of required inspection when personnel shift or assignment changes occur.

APPROVED: J. M. Boco  
General Manager

FIGURE 18. DUTIES AND RESPONSIBILITIES - CHIEF INSPECTOR (CONTINUED)

(NAME OF COMPANY)  
REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: IV  
Page No: 4  
Title: Duties and Responsibilities  
Issue Date: 7/1/78

CHIEF INSPECTOR (CONTINUED)

13. See that rejected and unserviceable parts are handled in such a way as to prevent their reuse as serviceable parts.
14. Ascertain that all inspections are properly performed on all completed work before it is approved for return to service, and that the proper inspection and maintenance records, reports, and forms required for such release are properly executed.
15. Maintain files of completed work orders and inspection forms in such a manner that the file pertaining to a specific item repaired can be readily located for review.
16. Inspect all radio work that requires the qualification of an A&P mechanic, such as airframe structures, airframe electrical wiring, and weight and balance.

Note: The chief inspector may delegate all duties assigned to any qualified assistant as necessary, however, such delegation does not relieve the chief inspector of the overall responsibilities.

APPROVED: J. M. Bono  
General manager